

**PORTLAND HARBOR CITIZEN ADVISORY GROUP MEETING  
DRAFT MINUTES  
MAY 8, 2002  
800 NE OREGON ST.**

**Introductions**

**Jacque Calder**, Citizen

**Kim Cox**, DEQ

**Cathy Crawford**, University Park Neighborhood Association & League of Women Voters

**Joe Creamer**, EPA

**Steve Gunther**, Citizen

**Ron Hernandez**, Citizen

**Laura Hunter**, Willamette Riverkeeper

**Joe Keating**, Oregon Center for Environmental Health

**Rhett Lawrence**, OSPIRG

**Libby McCulley**, Willamette Riverkeeper

**Chris Mongrain**, Northwest Industrial Neighborhood Association

**Janice Panichello**, Oregon Department of Human Services

**Robin Plance**, St. Johns Neighborhood Association

**Georgia Richmond**, Oregon Department of Human Services

**Dorothy Shoemaker**, Sierra Club

**Barbara Smith**, Lower Willamette Group

**Judy Smith**, EPA

**Travis Williams**, Willamette Riverkeeper

**Discussion of the Minutes:**

Community Advisory Group should be amended to read **Citizen Advisory Group**.

The minutes were approved by consensus with the above change.

Dorothy has not been included on emails – she will be added to the list.

At future meetings, the minutes will be reviewed and approved at the beginning of each meeting.

**Discussion of CAG Organization:**

Membership: It was suggested that all Neighborhood Associations should have a place at the table and have a member at the meetings. Steve suggested that categories be established. Joe suggested limiting the number of people involved to 15-16 and stated that there needs to be a good diversity of ethnic participating on the CAG. Several people suggested that there is a need to have an outreach plan to provide invitations to the groups who have not come to the table. Chris suggested that the Office of Neighborhood Involvement is a good contact for outreach.

Steve will email the bylaws and policies of the Watershed Council. When someone comes to a Watershed Council meeting who wants to get involved, they try to find a slot in a category for them.

Travis suggested the following interim structure:

- 3 Neighborhood Association representatives
- 3 Business interests
- 3 Environmental Groups
- 3 Recreation representatives
- 5 At-Large representatives

With that structure in mind, the group can begin to work on outreach. Janice suggested some flexibility to add people later on.

The at-large slots should include homeowners who are not necessarily represented by neighborhood associations.

Joe pointed out that it is important to be sure that everyone knows the meetings are open to the public. This discussion was focused on voting membership only. All members of the community are encouraged to attend meetings.

Ron expressed concern about having only 3 neighborhood associations. There are four representatives here tonight. Some people felt there may need to be more slots.

There was a discussion of the CAG's responsibility regarding decision-making. It was agreed that decision making would be addressed after the membership issue was resolved.

Ron felt it was important to extend the invitation to all of the Neighborhood Associations. If they want to send a representative we should consider allowing them to be involved. The proposed structure should have the flexibility to allow more members. Cathy suggested slots for two representatives from the north side and two representatives from the south side of the river.

It was agreed that the group would go with the proposed structure and establish methods for outreach. A concern was brought up about how we would decide who would represent the groups – how will those decisions be made?

#### **Outreach Plan:**

Joe will do outreach on the recreation side.

WRK will work with the Ron and Cathy and the Office of Neighborhood Involvement.

Robin will put together a news release for the community papers.

EJAG will reach out to ethnic communities and action groups.

Jacque will contact some churches.

Chris and Steve will work on contacting businesses.

Judy pointed out that the CAG will not replace EPA's community outreach. The EPA will continue to work on community outreach outside the CAG and reach out to non-English speaking communities.

EPA will continue to do outreach for the CAG. DEQ can share their mailing list and would be happy to provide it to the group for suggestions.

Travis emphasized the importance of personal contact in addition to media, etc. Cathy will provide a list of people who can reach various communities.

The Daily Journal of Commerce and The Business Journal would be a good way to do outreach to business.

We will make a blanket invite to the next meeting in June. The membership will be established in July. The group will be able to expand as needed.

**Decision Making Process:**

How will we determine who is involved from each category? Steve suggested we take a look at the Watershed Council model. Each category can be responsible for deciding who will represent them. After the June meeting, the categories will have to agree on their representatives. Those representatives will come to the July meeting and that will be the CAG.

The Duwamish example of striving for consensus and having a vote as a fallback was brought up. The group agreed that the objective is to have a consensus approach. If deadlock is reached, then there will be a voting structure as backup. That voting structure will be determined at the next meeting. The specific framework for voting can be discussed via email.

**Other Business:**

The CAG listserv has been established. Everyone on the e-mail list is now on the listserv.

**Next Meeting:**

June 5, 2002, 6-8 p.m. 800 NE Oregon St (same location).